

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Volunteer Coordinator	Job Family: 4
General Classification: Professional	Job Grade: 20

Definition: To plan, organize, develop and administer volunteer programs and provide technical staff assistance either on a City-wide basis or related to a specific designated program area.

Distinguishing Characteristics: Receives direction from higher level management position. May exercise direct or indirect supervision over other full-time, part-time and volunteer personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Plan, organize and develop a wide variety of volunteer and/or docent programs.
2. Recruit, interview, screen, orient and assist in the training of volunteers and docents.
3. Create and implement City-wide recognition for volunteers; market volunteer program to City staff and community; coordinate special event activities, as necessary.
4. Provide volunteer staff support to other divisions and departments. Assist in the development of policies and procedures.
5. Prepare correspondence and write reports related to departmental programs; develop and update informational brochures.
6. Represent the department or City in outside meetings.
7. Maintain accurate records and files of departmental programs and activities including monitoring of volunteer program budget.
8. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic techniques of personnel administration, program development, record keeping practices; basic computer skills.

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Ability to: Establish and maintain effective community relations and working relationships with a wide variety of people; recruit, train and motivate volunteers and docents; communicate effectively, both orally and in writing; research and compile data, write reports and produce periodic newsletter articles.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years experience in program development and activities, including some experience in coordinating and supervising volunteers; equivalent to a bachelor's degree from an accredited college or university with major work in human resource management, recreation or related field.

Required Licenses or Certificates: Possession of, or ability to obtain, an appropriate, valid California driver's license.

Established October 1989

Revised May 1995

CLASS SPECS

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